

Department of Administration – State Controller's Office

Section	16	Inventory, Trackable Assets and Capital Assets	Effective Date	7/1/2016
Sub-section	07	Asset Net Book Value Report	Revision Date	9/9/2016
SAM Ref				

BACKGROUND

The procedures below identify how to run the Asset Net Book Value (NBV) report. In order to run the report, STAR users must have the ASSETS_MANAGER role.

The report displays a detail or summarized listing of asset net book value information by chartfield. The report allows the user to specify agency business unit, date range, category and chartfield combination. Report output includes asset ID, description, category, cost balance, current depreciation, Year to Date (YTD) depreciation, Life to Date (LTD) depreciation, and net book value.

This report is used to monitor and review asset net book value data. It is useful for CAFR reporting because it provides information on both a fund and category basis. Fund is used as a basis for capital asset reporting in the CAFR while the note disclosure must present information by asset category.

Section 18-01 of the Wisconsin Accounting Manual contains various monthly pre-closing checklists. Step #10 of the Asset Management Checklist indicates that agencies are to run the NBV report.

Navigation Path to the Report

Main Menu > Asset Management > Financial Reports > Cost and Depreciation > Asset Net Book Value

PROCEDURES

Create a new run control ID or select an existing one.

Enter the following (continued on next page):

Field	Enter	Notes				
Report Print Options						
	Select from the Drop Down					
Report By	Menu					
	Click "Update/Add CF	User must add template prior to running the				
CF Template ID	Template" to edit	report for the first time (see steps below)				
	Click "Update/Add RF	User must add template prior to running the				
RF Template ID	Template" to edit	report for the first time (see steps below)				
Report Request Parameters						
Unit	Enter your BU					
Book Name	CAFR					



Department of Administration – State Controller's Office

Section	16	Inventory, Trackable Assets and Capital Assets	Effective Date	7/1/2016
Sub-section	07	Asset Net Book Value Report	Revision Date	9/9/2016
SAM Ref				

Fiscal Year/Period		Enter Fiscal Year and Period
Range	Enter fiscal year and periods	OR
Date Range	Select specific dates	Date Range
		Detail = lists every asset in the report.
		Summary = summarizes by chartfield
Type of Report	Select radio button	combination.
		If this box is checked, the report will only
	Assets with negative NBV	return assets with negative NBV
Stopped depreciation		If this box is checked, the report will only
options	Assets with NBV < Salvage	return assets with negative NBV
Include Transfers		Recommended to check the box
		Recommended to check the box. See
Include Retirements		discussion below.
		Select chartfield combinations to display
		only asset data for those combinations.
	Type the chartfields or use	Leave chartfields blank to display asset data
Chartfield Criteria	the lookups to select	for all.

Push the Save button to save the report parameters.

Push the Run button.

Select the Type of Report you want:

Proce	ss List					
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
•	Asset Net Book Value Detail	AMDP2100	SQR Report	Web ▼	PDF ▼	Distribution
	French Net Book Value Account	AMFR2120	SQR Report	Web ▼	PDF ▼	Distribution

- Asset Net Book Value Detail = Will provide asset details for certain chartfields you set up in the CF and RF Template IDs. Select this one.
- French Net Book Value Account = Do not select this one.
- Select the format that you want. Can be PDF or CSV. If you select the 'Detail' option in the Report Request Parameters, you may want CSV (Excel), because you will receive a list of all assets and presumably want to work with the data. While the report is not formatted in a pretty manner in Excel, it is useable. The more chartfields you add to the report, the more difficult the report can be to use in Excel.
- After making these selections, push the OK button.



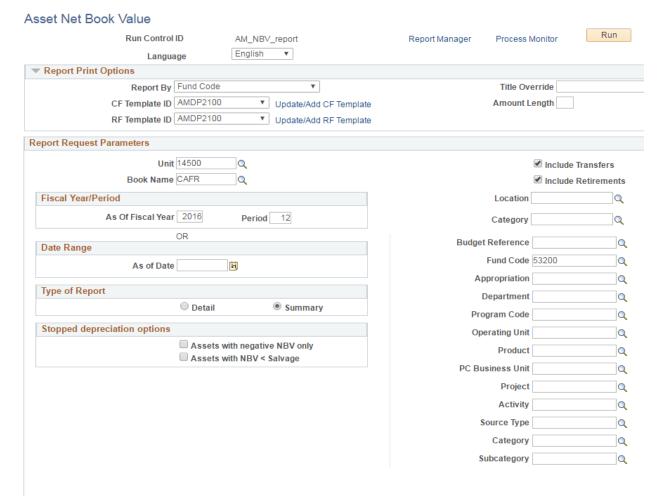
Department of Administration – State Controller's Office

Section	16	Inventory, Trackable Assets and Capital Assets	Effective Date	7/1/2016
Sub-section	07	Asset Net Book Value Report	Revision Date	9/9/2016
SAM Ref				

Click the Process Monitor Link.

- View the Processing Status of the report.
- Push the refresh button until the Run Status is "Success" and the Distribution Status is "Posted."
- Click the Details link
- Click the View Log/Trace link
- Click the report name to display the results.

An example of the Report Request Parameters would look like:



Include Retirements Checkbox

Assume an asset was retired in May which is period 11. If you run the report through period 12, the asset will not appear on the report whether or not the box is checked. If you run the report through period 10, the asset will appear on the report whether or not the box is checked. The box matters when the report is run



Department of Administration – State Controller's Office

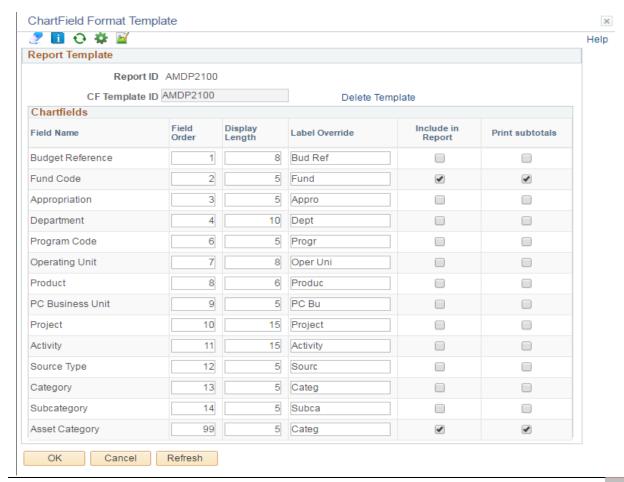
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Sub-section	07	Asset Net Book Value Report	Revision Date	9/9/2016
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through the period the asset is retired. If the box is checked and the report is run through period 11, the asset will show up on the detail report; however, the cost and accumulated depreciation balances will be \$0. If the box is not checked and the report is run through period 11, the asset will not show up on the detail report. In all cases, the total cost and accumulated depreciation will be the same for each report whether or not the box is checked. The difference is whether retired assets will be displayed with \$0 values in the period of retirement in a detailed report.

Chartfield Format Template

Click the Add CF Template Link. The Report ID will already be populated with AMDP2100. Type AMDP2100 in the CF Template ID. Click the Add Template link.

The screen below will appear. Use it to select the chartfields you want to appear and to be subtotaled in the report. Once the template has been added the first time, users can then update it to provide different chartfields each time the report is subsequently run.





Department of Administration – State Controller's Office

Section	16	Inventory, Trackable Assets and Capital Assets	Effective Date	7/1/2016
Sub-section	07	Asset Net Book Value Report	Revision Date	9/9/2016
SAM Ref				

Report Fields Format Template

Click the Add RF Template Link. The Report ID will already be populated with AMDP2100. Type AMDP2100 in the RF Template ID. Click the Add Template link.

The screen below will appear. Use it to select the fields you want to appear in the report. Once the template has been added the first time, users can then update it to provide different values each time the report is subsequently run.

